

CIVIL AIR PATROL
Hawaii Wing Headquarters
PO Box 29417
Honolulu, HI 96820

CAP REGULATION 39-3
Supplement 1
31 Aug 2007

Personnel - General
HAWAII WING ANNUAL AWARDS

CAPR 39-1, 2 July 1998, is supplemented as follows:

1. QUALIFICATIONS AND CONTRIBUTIONS.

a. General. Annual awards presented by Hawaii Wing will be selected by a process of elimination. Each squadron or flight will select candidates for the awards listed in section 3 from the unit's members. The Wing Awards Committee will select the winner in each category.

b. Individual nominee qualifications.

Nominees for all awards should be considered on the basis of service above and beyond the normal service expected of a member of Civil Air Patrol for the previous year (period from October 1 through September 30, to allow for award nominations, selection by Squadrons and Wing, and presentation of awards).

1. Identify candidates. At minimum, all candidates should be active members of Civil Air Patrol. When considering an individual as a candidate for any of the awards, the following questions may provide assistance:

- (a) Does the member regularly attend meetings?
- (b) Does the member regularly participate in ES Missions?
- (c) Does the member hold a staff position in the unit or assist unit staff to perform their job?
- (d) Does the member wear the uniform properly?
- (e) Does the member follow CAP regulations and directives?
- (f) Has the member's exceptional performance continued over a long period of time?

2. Identify exceptional performance. Having met one or more of the above criteria, the candidate now may be assessed with these questions:

- (a) What is special about this member?
- (b) What sets the member apart from other members in the unit?
- (c) What specific benefits to Civil Air Patrol has this member contributed?

c. Recognize individual contributions. CAP awards for outstanding accomplishments are intended to recognize dedicated volunteer efforts of members. To create goodwill and encourage continued member performance, it is extremely important for all commanders to utilize every reasonable means to recognize the accomplishments of unit members. Nominations must be forwarded to Wing headquarters and include factual information explaining why the member deserves the award. Literary style is not a consideration in judging the nominations.

2. NOMINATION PROCEDURES

a. Prepare CAPF 120.

1. General information. All award nominations must be submitted on CAPF 120 to HIWG/DP. The award for which the nomination applies should be indicated in Section 1, Recommendation. Directly below the block labeled "Exceptional Service Award," enter the title of the award that the member is being nominated for. Complete items 2-5.

2. Award justification. Complete item 6; if additional space is required, use a blank sheet of paper and attach it to CAPF 120. Keep the justification simple and factual. Recognition of members is an important duty of CAP commanders, and it is worthwhile to take time to gather the relevant facts and data. Do not guess about the member's accomplishments or participation. Consult with other members to gather facts, if necessary. The nomination is to cover the last twelve month period. Do not describe the member's entire CAP career (except as required, e.g. for Senior Member of the Year). Be specific about the details, avoid words like, "numerous," "many," etc. For example, do not write, "John Doe participated in numerous missions." Preferred wording would be similar to, "John Doe is active in emergency services as

a qualified mission pilot and has participated in the following ten missions and training exercises during the last year..."

b. Deadline. All award nominations must be received at HIWG/HQ by November 1 to allow time for appropriate consideration, selection of winners and preparation of award recognition plaques and certificates before the conference.

3. AWARDS & MINIMUM CRITERIA

a. Senior Member of the Year. The winner is eligible for nomination as the National Senior Member of the Year Award. The individual selected will be the HIWG nominee for the following year. HIWG submits the appropriate narrative to the region commander following selection and announcement at the HIWG Conference in accordance with CAPR 39-3, Paragraph 22. Nominee must:

1. Have held a duty/staff assignment for at least two years.
2. Have completed the Squadron Leadership School and the Corporate Learning Course.
3. Hold a rating of senior or better in any specialty track.
4. Have made some significant contribution to the Civil Air Patrol flight program.

b. Cadet of the Year. The individual selected will be the HIWG nominee for the national Cadet of the Year award if the cadet has achieved the Earhart Award by 31 January. In the event that the awardee has not earned the Earhart Award by the national deadline for submission, then cadets who have achieved the Earhart Award before the HIWG Conference may be ranked and the top ranking nominee will be nominated. Note: CAP Form 58 is used for this nomination. Nominee must:

1. Be a member for at least three years.
2. Have achieved at least the Mitchell Award. (Note: Nominees for national Cadet of the Year must have achieved the Earhart Award.)
4. Have participated/contributed to wing-level activities.
5. Other considerations may include the level of participation in unit activities, participation in CAC, and wing or national cadet activities, outside contributions to the community and school GPA.

c. Pilot of the Year. Nominee must:

1. Have been a CAP member for at least one year.
2. Hold an ES rating.
3. Have completed the ECI Scanner Course.
4. Have attended at least one flight clinic in the past year.
5. Have made some significant contribution to the Civil Air Patrol flight program.

d. Ground Team Member of the Year.

Nominee must:

1. Have been a CAP member for at least one year.
2. Hold an ES rating as a Ground Team Member or higher.
3. Have participated in at least two ES missions within the past year.
4. Have made a significant contribution to the CAP ground team search program.

e. Public Affairs Officer of the Year. Nominee must:

1. Be an active Public Affairs Officer at the unit level.
2. Be an ES qualified Public Affairs Officer and have participated in at least two AFRCC, CD, or DRE missions in the past year.
3. Show evidence of securing media coverage for CAP missions or other unit activities during the year.
4. Hold a rating of technician or better in the public affairs specialty track.

f. Observer/Scanner of the Year. Nominee must:

1. Have two years continuous service in CAP.
2. Be ES qualified as Scanner or Observer for one year.
3. Have flown at least two missions of any kind during the past year.
4. Have made an overall contribution to the observer program and CAP in general of an exceptional nature.

g. Chaplain/Moral Leadership Officer of the Year. Nominee must:

1. Have been a duly ordained and appointed CAP Chaplain or Moral Leadership Officer for at least two years.

2. Be actively participating in both unit activities and ES missions.

h. Aerospace Education Officer of the Year.

Nominee must:

1. Have held an Aerospace Education Officer position for a minimum of two years.
2. Be actively involved in the CAP Aerospace Education program.
3. Support the Aerospace Education program and shall fulfill the requirements of the Aerospace Education program.
4. Hold a rating of technician or better in the aerospace education specialty track.
5. Completed the AEPSM (Yeager Award).
6. Have made some significant contribution to the CAP Aerospace Education program. This award is intended to recognize achievements and services that are outstanding and noteworthy.

i. Safety Officer of the Year. The winner of this award is eligible for the National Safety Officer of the Year Award and will be nominated to Pacific Region HQ in accordance with CAPR 62-1 par. 5. Nominee must:

1. Have held unit Safety Officer position for a minimum of one year.
2. Have made some significant contribution to the CAP safety program.
3. Hold a rating of technician or better in the

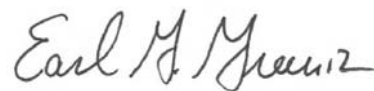
safety specialty track.

j. Squadron of the Year. Criteria:

1. Only those activities that occurred during the past year will be considered. The winning unit may be recommended for the American Legion Outstanding CAP Squadron Award, IAW CAPR 39-3, par. 29. Squadron commanders may (and are encouraged) to nominate their unit for this award. CAP Form 120 should detail, but is not limited to, such activities as:

- (a) Ratio of ES qualified personnel to number of personnel in unit.
- (b) Number of ES missions in which members participated.
- (c) Number of Cadet Orientation Pilots and orientation rides given.
- (d) Number and nature of Aerospace Education presentations or activities.
- (e) Other community service activities in which the unit participated.
- (f) Support given to local composite or cadet squadrons.
- (g) Average number of cadet achievements completed per cadet.
- (h) Percentage of cadets attending encampments.
- (i) Growth in Membership over the past year.

OFFICIAL



EARL G. GREENIA, Colonel, CAP
Commander

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